

## TRAVEL EXPENSE CLAIM

See Instructions and \*Privacy  
Statement below

STD.262 (REV. 6-93c)

Page of Pages

CLAIMANT'S NAME Lynn L. Jacobs				SOCIAL SECURITY NUMBER				DEPARTMENT HCD					
POSITION Director			Bargaining Unit # E 99		DIVISION OR BUREAU Executive Office				INDEX 5103		PCA 50001		
RESIDENCE ADDRESS					HEADQUARTERS ADDRESS 1800 Third Street, Suite 450				TELEPHONE NUMBER 916 445-4775				
CITY Sacramento			STATE CA		ZIP CODE		CITY Sacramento			STATE CA		ZIP CODE 95811	

(1) MONTH /YEAR		(3)  LOCATION  WHERE EXPENSES WERE INCURRED	(4)  LODGING	(5) MEALS			(6)  INCIDENTALS	(7) TRANSPORTATION					(8)  BUSINESS EXPENSE	(9)  TOTAL EXPENSES FOR DAY
(2)				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A)  COST OF TRANS	(B)  TYPE USED	(C)  CARFARE TOLLS, PRKG	(D)			
DATE	TIME										MILES	AMOUNT		
Aug-09		Sacramento						PC	12.00	4	2.20		14.20	
8/3		Sacramento						PC	15.00	8	4.40		19.40	
8/4		Sacramento						PC	9.00	4	2.20		11.20	
8/5		Sacramento						PC		12	6.60		6.60	
8/6		Drove to Sacramento A/P						PC						
	1100	Sacramento to Burbank	N/A								-		-	
8/7		Oxnard	N/A										-	
8/8		Los Angeles	N/A								-		-	
8/10		Ventura	N/A								-		-	
8/11		Los Angeles					33.32	RC	20.00		-		53.32	
		Burbank to Sacramento						PC	54.00		-		54.00	
	2000	End of trip									-		-	
											-		-	
											-		-	
											-		-	
											-		-	
(10)	SUBTOTALS		-	-	-	-	-	33.32	-	110.00	28.00	15.40	-	158.72
COLUMN CODE (ACCTG. USE ONLY)														

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 158.72

## (11) PURPOSE OF TRIP, REMARKS AND DETAILS

8/3 - Sacramento Meetings w/CA Bankers Association and Erica Martinez. 8/4 - Sacramento Meetings w/Cynthia Bryant; CA Land Association; CA Credit Union League; CA Escrow Association. 8/5 - Sacramento Meetings w/ Vince Daley and TCAC. 8/6 - Sacramento Meetings...drove to Sacramento A/P and flight from Sacramento to Burbank. 8/7 - Meetings in Westlake Village. 8/8- Speaking Engagement at Grand Opening of TLofts in Los Angeles. 8/10 - Meetings w/ Maloney and Watkins re CALLU Economic Forecast. 8/11 - Meeting with HUD in Los Angeles...meeting with Centennial LLC ... Flight from Burbank to Sacramento HQ. --- End of Trip --No lodging incurred...stayed w/ relatives.

## (12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

## (13) PRIVATE VEHICLE LICENSE No.

## (14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Lynn L. Jacobs

08/12/09

Elliott Mandell

08/13/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 1800 Third Street, Suite 450			TELEPHONE NUMBER 916 445-4775		
CITY Sacramento		STATE CA	ZIP CODE		CITY Sacramento		STATE CA	ZIP CODE 95811

(1) MONTH /YEAR		(3)  LOCATION  WHERE EXPENSES WERE INCURRED	(4)  LODGING	(5) MEALS			(6)  INCIDENTALS	(7) TRANSPORTATION					(8)  BUSINESS EXPENSE	(9)  TOTAL EXPENSES FOR DAY
Aug-09				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A)  COST OF TRANS	(B)  TYPE USED	(C)  CARFARE TOLLS, PRKG	(D)  PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
8/12		Sacramento								9.00		-		9.00
8/13		Drove to Sacramento A/P							PC		12	6.60		6.60
	1600	Sacramento to Burbank	N/A									-		-
8/14		Ventura						14.64	RC			-		14.64
8/16		Drove to Burbank A/P							PC		63	34.65		34.65
		Burbank to Sacramento								27.00				27.00
	2000	End of Trip										-		-
												-		-
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												-		-
(10) SUBTOTALS			-	-	-	-	-	14.64	-	36.00	75.00	41.25	-	91.89

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL

\$ 91.89

## (11) PURPOSE OF TRIP, REMARKS AND DETAILS

8/12 -Sacramento Meetings / Pre-briefing at the Governor's Office on Enterprise Zones. 8/13 - Sacramento Meetings...Flight from Sacramento to Burbank. 8/14- Meetings with Ventura County regarding Green Jobs/ Affordable Housing Initiative. 8/14 - Returned Rental Car. 8/16 - Drove Personal Car to Burbank A/P. Flight from Burbank to Sacramento HQ. End of Trip...

## (12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

## (13) PRIVATE VEHICLE LICENSE No.

## (14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

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CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Lynn L. Jacobs

08/17/09

Judy Nevis

08/17/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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CITY Sacramento	STATE CA	ZIP CODE	CITY Sacramento	STATE CA	ZIP CODE 95811	

(1) MONTH /YEAR		(3)  LOCATION  WHERE EXPENSES WERE INCURRED	(4)  LODGING	(5) MEALS			(6)  INCIDENTALS	(7) TRANSPORTATION					(8)  BUSINESS EXPENSE	(9)  TOTAL EXPENSES FOR DAY
(2)				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER		(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Aug-09		Sacramento						PC	4.50	4	2.20		6.70	
8/18		Sacramento						PC	7.50	4	2.20		9.70	
8/20		Drove to Sacramento A/P						PC		12	6.60		6.60	
	1600	Sacramento to Burbank									-		-	
8/21		Camarillo / Oxnard									-		-	
8/22		Ventura											-	
8/24		Oxnard									-		-	
8/25		Burbank					31.40	RC			-		31.40	
		Burbank to Sacramento						PC	36.00		-		36.00	
	1700	End of Trip									-		-	
											-		-	
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											-		-	
											-		-	
(10) SUBTOTALS			-	-	-	-	-	31.40	-	48.00	20.00	11.00	-	90.40
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL

\$ 90.40

## (11) PURPOSE OF TRIP, REMARKS AND DETAILS

8/12-- Enterprise Zone Briefing with the Governor's Office. 8/18- Enterprise Zone Hearing at the Capitol. 8/20 - Sacramento Meetings...Flight from Sacramento to Burbank. 8/21 - Meetings w/ Armando Lopez and Dave White (Vineyard and Patterson) regarding Oxnard Projects. 8/22 - Meeting w/ L. Raley in Ventura. 8/24- Meetings with Mayor Tom Holden and Barbara Macri-Ortiz of Oxnard and Chuck Cohen, Sandy Smith and John Ashkar in Westlake Village regarding Affordable Housing. 8/25 - Meeting w/ Jay Stark (Phoenix Realty Group in Santa Monica and Jeff lee (Lee Homes) in Marina del Rey. Flight from Burbank to Sacramento HQ.

## (12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

## (13) PRIVATE VEHICLE LICENSE No.

## (14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE  
USE ONLY

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CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Lynn L. Jacobs

08/27/09

Elliott Mandell

08/27/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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(2)				BREAK- FAST	LUNCH	O.T., L/T, NC, RELO, OR DINNER		(A)  COST OF TRANS	(B)  TYPE USED	(C)  CARFARE TOLLS, PRKG	(D)  PRIVATE CAR USE			
DATE	TIME										MILES	AMOUNT		
Aug-09														
8/26		Sacramento						PC	4.50	4	2.20		6.70	
		Sacramento						PC	13.00	4	2.20		15.20	
8/28		Sacramento						PC	4.50	4	2.20		6.70	
											-		-	
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(10) SUBTOTALS			-	-	-	-	-	-	-	22.00	12.00	6.60	-	28.60
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL

\$ 28.60

## (11) PURPOSE OF TRIP, REMARKS AND DETAILS

8/26 - Director Jacobs and staff had a meeting with Mark Stivers and Kiyomi Burchill at the Capitol.  
 8/26 - Director Jacobs spoke at the SACOG Strategic Growth Council's Special -Business Meeting and at the Infrastructure Planning and Investment Workshop. 8/28 - Director Jacobs met with Bettina Redway at the State Treasurer Office.

## (12) NORMAL WORK HOURS

8:00 AM - 5:00 PM

## (13) PRIVATE VEHICLE LICENSE No.

## (14) MILEAGE RATE CLAIMED

0.55

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REV. FUND CHECK No.

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CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

Lynn L. Jacobs

08/31/09

Elliott Mandell

09/01/09

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE